

20 MAR 2000

SUBJECT GROUP 4600-4699 TRAVEL AND TRANSPORTATION

SUBGROUP 4650 - PASSENGER TRANSPORTATION/TRAVEL

4650.1 Passenger Transportation Management. The management of all official passenger transportation functions in Hampton Roads is under control of the Commanding Officer, Personnel Support Activity, Norfolk VA. PERSUPPACT Norfolk website: www.psanorva.navy.mil has a Travelers Handbook for up to date information.

4650.2 Commercial Transportation. The Commercial Travel Office (CTO) is located in Building A-48, third deck, Naval Station (NAVSTA), Norfolk VA. The CTO will make official travel reservations, including lodging and rental cars. Overseas official travel reservations are also made providing a port call commercial air authorization number (Control No.) has been obtained from a Navy Passenger Transportation Office (NAVPTO).

For leisure travel contact the local MWR for locations and hours of operation.

4650.3 Navy Passenger Transportation Office (NAVPTO)

a. This office is co-located with the CTO in Building A-48. The NAVPTO performs the following functions in conjunction with CTO in support of personnel on official travel:

(1) Evaluates orders, arranges routings, and makes commercial air, Air Mobility Command (AMC) flight, lodging and rental car reservations.

(2) Issues airlines tickets, Government Transportation Requests (GTRs) and AMC Travelopes.

b. In addition, NAVPTO performs the following functions:

(1) Provides advice regarding travel entitlements and travel arrangements.

(2) Authorizes travel and determines cost effective modes, carriers and routings.

(3) Maintains the Ships Locator for all East Coast ships and squadrons.

(4) Provides passport and visa information and services.

(5) Processes Passenger Reservations Requests (PRRs) for official overseas travel and issues Port Call messages and flight advisory messages.

20 MAR 2000

(6) Arranges for all returning emergency leave travel to East Coast ships and squadrons.

(7) As required, arranges air charters.

4650.4 Airline Tickets

a. Tickets for all military and civilian personnel under orders can be obtained at all regional NAVPTOs and associated offices, Monday through Friday, except holidays. Airline reservations should be made as soon as travel dates are known. Airline tickets will be issued during regular working hours available by calling phone numbers listed in this instruction.

b. Outside of normal working hours, the issuance of tickets is limited to emergency travel situations wherein airline travel is in the best interest of the Navy. Under no circumstances will tickets be issued outside of normal working hours to satisfy the personal desires of the traveler or to compensate for the lack of proper advance planning on the part of commands. Tickets, when required, for travel commencing before 1000 of the next working day, may be obtained outside of normal working hours through PERSUPP DET NAVSTA in Building A-48.

4650.5 Government Air Transportation. Planned or scheduled government air transportation may normally not be available for travel wholly within the continental limits. The order writing authority should make arrangements for such military flights prior to authorizing the use of commercial air transportation. NAVPTOs/PERSUPP DETs are not authorized to arrange government air within the continental United States. Commercial air reservations will not be made as a backup for government air.

4650.6 Official Passport Applications. Personnel who qualify and are authorized official no-fee passports in accordance with OPNAVINST 4650.15 series may file passport applications at any of the locations indicated above and at PERSUPP DET Oceana, Building 326, Virginia Beach, VA.

4650.7 Floating and Mobile Cranes

a. The operation of floating and mobile cranes for light and heavy lift services is the responsibility of PWC Norfolk. This includes lifting ship's antenna, heavy ship's gear and conveyor belt service. All requests from forces afloat to perform light and heavy lift service will be coordinated through NAVSTA Norfolk Port Operations on a first-come, first-served basis. However, priorities have been established as follows:

(1) Ship movements

20 MAR 2000

(2) Ordnance movements

(3) Load outs for deploying ships and those with departures scheduled within the next three days working days.

(4) Onload of perishable goods

In order to increase efficiency in scheduling crane service and decrease lost time due to pier congestion, the following procedures are effective:

(a) Identify crane coordinator and at least one alternate in writing. Coordinators shall be commissioned officers and will be identified in section KILO of ship originated LOGREQs. Only coordinators may arrange for crane services.

(b) Identify crane requirements in arrival LOGREQ (section KILO), when possible. Include type of crane service (mobile, floating), time desired and full job description.

(c) Coordinator will arrange all routine crane jobs 48 hours in advance.

(d) Short notice requirements should be arranged 24 hours in advance.

(e) Only emergencies constituting a threat to safety or a bonafide operational necessity (verified by squadron) should be scheduled with fewer than 24 hours notice.

(f) Port Operations will arrange crane services for brow removal and placement, and escort crane as necessary.

During the regular work week, floating crane, mobile crane services other than for ammunition ships and all conveyor services, may be obtained through the crane coordinator.